



**SPOKANE COUNTY**  
invites applications for the position of:

## **Official Court Reporter**

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**SALARY:** \$31.16 /Hour

**OPENING DATE:** 03/11/15

**CLOSING DATE:** Continuous

**DEPARTMENT:** Superior Court

### **JOB SUMMARY:**

Performs highly skilled stenographic work associated with court proceedings.

### **EXAMPLES OF DUTIES:**

Reports, transcribes and preserves a verbatim stenographic machine or computer-aided record of court proceedings, hearings and conferences. Indexes and files notes and transcripts; reads back portions of the record upon order by the court in compliance with the request by trial attorneys.

Assists with the management of the trial department.

Transcribes oral and memorandum opinions of the court; prepares jury instructions and court correspondence at the direction of the judge.

Assists the court clerk in marking exhibits and administering oath to witnesses.

Performs other related duties as required.

### **MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** As per RCW 2.32.180 - Three years experience as a skilled, practical reporter, or who upon examination shall be able to report and transcribe accurately (200) wpm of two-voice testimony for five consecutive minutes OR pass a national test which is approved by the state licensing department. Also see WAC 308-14-085.

**LICENSE:** Certified Shorthand Reporter license required. Registered Professional Reporter certification preferred. Real-time experience preferred.

### **SELECTION FACTORS:**

#### **Knowledge of:**

- English grammar, punctuation and vocabulary.
- legal, medical, and other technical terminology.

#### **Ability to:**

- read, comprehend and follow court rules and State laws related to the work.
- maintain records and files of stenographic machine notes, computer-aided tapes, and verbatim transcripts.
- accurately hear and transcribe a variety of voice modulations and to concentrate on what is being said regardless of physical surroundings.
- work accurately under stressful situations.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://spokanecounty.org/HR>

1229 West Mallon Avenue  
Spokane, WA 99260  
509-477-5750

Position #15-00070  
OFFICIAL COURT REPORTER  
LW

Human Resources      Civil Service  
(509) 477-5750      (509) 477-4711  
[hr@spokanecounty.org](mailto:hr@spokanecounty.org) [cs@spokanecounty.org](mailto:cs@spokanecounty.org)

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**Official Court Reporter Supplemental Questionnaire**

- \* 1. Do you meet the following training and experience requirement? As per RCW 2.32.180 - Three years experience as a skilled, practical reporter, or who upon examination shall be able to report and transcribe accurately (200) wpm of two-voice testimony for five consecutive minutes OR pass a national test which is approved by the state licensing department. Also see WAC 308-14-085.
  - ☐ Yes
  - ☐ No
- \* 2. Do you possess a certified Shorthand Reporter license?
  - ☐ Yes
  - ☐ No
- \* Required Question